

ADDENDUM TO FAR 52.212-1  
INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS

SEE pages 1-13 ATTACHED

**ADDENDUM TO FAR 52.212-1  
INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEM**

**A. ADDITIONAL SOLICITATION PROVISIONS**

52.222-24 PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW. (APR 1984)

52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER. (APR 1998)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-OSOS. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at <http://www.dnb.com/>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet @ [globalinfo@dnb.com](mailto:globalinfo@dnb.com).

(End of provision)

52.211-14 NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE. (SEP 1990)

Any contract awarded as a result of this solicitation will be a DO rated order certified for national defense use under the Defense Priorities and Allocations System (DPAS) (15 CFR 700), and the Contractor will be required to follow all of the requirements of this regulation.

(End of provision)

52.216-1 TYPE OF CONTRACT. (APR 1984)

The Government contemplates award of a firm-fixed-price contract resulting from this solicitation.

(End of provision)

## 52.233-2 SERVICE OF PROTEST. (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

US ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND  
ATTN: AMSTA-AQ, PROTEST COORDINATOR  
WARREN, MI 48397-5000

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

## 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS. ("R 1984)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of (DEVIATION) after the date of the provision.

(b) The use in this solicitation of any Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2) provision with an authorized deviation is indicated by the addition of (DEVIATION) after the name of the regulation.

52.9999-4823 OFFEROR'S DATA FAX NUMBER AND E-MAIL ADDRESS (JAN 97)  
TACOM/KS7413)

If you have a data fax number, please provide it below.  
If you have a company Internet address that we can use in the future when sending out electronic notices and possibly solicitations, please provide the complete e-mail address below.

Fax:

Email Address:

## 52.9998-4003 NOTICE REGARDING TACOM OMBUDSMAN (DEC 1996)

(a) At the Tank-automotive and Armaments Command (TACOM) we have an ombudsperson office, which builds an extra communication avenue that our contractors can use.

(b) If you think that this solicitation contains inappropriate requirements, needs streamlining, or should be changed, you should first contact the buyer or the Procuring Contracting officer (PCO).

(c) The buyer's name and phone number are on the cover page (SF 1449) of the solicitation in block number 7.

(d) If the buyer or PCO doesn't respond to the problem to your satisfaction, or if you want to make comments anonymously, you can contact the Ombudperson's office. Our Ombudperson is Me. Agnes Holley. Her address and phone number are:

U.S. Army TACOM  
AMSTA-CS-CO (Me. Holley)  
Warren, MI 48397-5000  
(810) 574-5274

(a) If you contact Ms. Holley, please provide her with the following information:

- i. TACOM solicitation number;
- ii. Name of PCO;
- iii. Problem descriptions
- iv. Summary of your discussions with the buyer/PCO.

(f) Another avenue you can use, if you wish to protest some feature of this acquisition, is to protest to TACOM's headquarters, the Army Materiel Command. The AMC-level protest program encourages interested parties to seek resolution of their concerns within AMC as an Alternative Dispute Resolution forum, rather than filing a protest with the General Accounting Office or other external forum. Contract award or performance is suspended during an AMC-level protest to the same extent, and within the same time periods, as would apply to a protest filed with the GAO. The AMC program has a goal of resolving protests within 20 working days from the date of filing. To be timely, AMC-level protests must be filed within the periods specified in subpart 33.103 of the Federal Acquisition Regulation.

#### 52.9999-4353 MINIMUM ACCEPTANCE PERIOD (OCT 1985) -- TACOM

(a) Acceptance period, as used in this provision, means the number of calendar days available to the Government for awarding a contract from the date specified in this solicitation for receipt of offers.

(b) The Government requires a minimum acceptance period of 90 (ninety) calendar days.

(c) In the space provided immediately below, offerors may specify a longer acceptance period than the Government's minimum requirement.

The offeror allows the following acceptance period:

\_\_\_\_\_ calendar days.

(d) An offer allowing less than the Government's minimum acceptance period may be rejected.

(End of Provision)

#### 52.9999-4368 HANDCARRIED OFFERS - INCLUDING OFFERS DELIVERED BY EXPRESS SERVICES (NON-US POSTAL SERVICE MAIL) -- (TACOM/LS7001)

(a) Handcarried offers, including offers delivered by express delivery services, shall be submitted to the depository at:

U.S. Army Tank-automotive and Armaments Command  
Acquisition Center  
Bid Lobby - Building 231, AMSTA-AQ-DSA  
East 11 Mile Road  
Warren, MI 48397-0001

(b) Offers shall not be addressed to an individual buyer. All offers must be addressed to the Bid Lobby at the above address.

(c) The external delivery envelope or wrapper must be marked with the solicitation number, date, and time of the bid opening or closing. Each envelope should contain only one offer.

(d) Directions to the TACOM Bid Lobby: From Van Dyke Avenue, travel westbound on 11 Mile Road; enter the first Arsenal gate immediately West of the railroad tracks on the North side of the street. Take an immediate right and enter the parking lot

of the security building. Go into the security building and ask the guard for bid lobby pass. Exit the security building parking lot by taking a right and then an immediate left. After about 100 feet, take another left and an immediate right into the building 231 parking lot. Find a visitor parking space and enter the building. Signs will direct you to the bid lobby.

(a) Business hours for the Bid Lobby are from 7:30 a.m. until 4:00 p.m., Monday through Friday. All handcarried offers must be time stamped by a Bid Lobby employee during business hours.

(f) Handcarried offers not addressed as directed above, which do not reach the Bid Lobby on time for the scheduled solicitation opening or closing, shall be determined to be late in accordance with FAR provision 52.215-10, Late Submissions, Modifications, and Withdrawals of Proposals, or FAR 52.214-7, Late Submissions, modifications, and Withdrawals of Bids.

(End of Provision)

#### 52.9999-4826 HQ AMC-LEVEL PROTEST PROCEDURES (OCT 97) POLICY:

A protest to an AMC forum is a protest to the agency, within the meaning of FAR 33.103. The HQ, AMC-Level Protest Program is intended to encourage an interested party to seek resolution of its concerns within AMC, rather than filing a protest with the General Accounting Office (GAO), or other external forum.

#### AGENCY PROTEST:

An AMC Protest may be filed with either, but not both:

- (a) The contracting officer designated in the solicitation for resolution of protests, or,
- (b) HQ, AMC at the address designated in the solicitation.

#### ELECTION OF FORUM:

After an interested party protests an AMC procurement to HQ, AMC and while that protest is pending, the protestor agrees not to file a protest with the GAO, or other external forum. If the protestor has filed a protest with the GAO, or other external forum, HQ, AMC-Level protest procedures may not be used and any protest that has been filed will be dismissed.

#### PROTEST DECISION AUTHORITY:

The AMC Command Counsel is designated as the HQ, AMC Protest Decision Authority. In the absence of the Command Counsel, the Deputy Command Counsel is designated as the HQ, AMC Protest Decision Authority.

#### TIME FOR FILING A PROTEST:

HQ, AMC protest shall be filed in accordance with the timeframes set out in FAR 33.103 (e). HQ, AMC Office Hours are 8:00am--4:30pm Eastern Time. Time for calling any document expires at 4:30pm, Eastern Time on the last day of which such filing may be made.

#### FORM OF PROTEST:

HQ, AMC protest shall include the protestor's name, address and telephone number, including fax number; the solicitation or contract number, identity of the contracting activity and the contracting officer's name, a statement of all legal and factual grounds for protest, including copies of all relevant documents and a request for a

ruling/request for relief. All protests must be signed by an authorized representative of the protestor.

#### PROCESSING OF HQ, AMC-LEVEL PROTESTS:

(a) Within 10 working days after the protest is filed, the Contracting Officer, with the assistance of legal counsel, shall file with the HQ, AMC Office of Command Counsel, ATTN: AMCCC-PL, an administrative report responsive to the protest. Reports shall be sent by facsimile, over-night mail or hand-delivered, to ensure timely receipt.

(b) The HQ, AMC Protest Decision Authority will issue a written decision within 20 working days after the filing of the protest.

(c) The written decision will be binding on the Army Material Command and its contracting activities.

(d) For good cause shown, the HQ, AMC Protest Decision Authority may grant extensions of time for filing of the administrative report and for the issuance of the written decision. When such an extension is granted, the protestor and all interested parties shall be notified within one working day of the decision to grant the extension.

#### EFFECT OF PROTEST ON AWARD AND PERFORMANCE:

(a) Protests before award: When a protest is filed with HQ, AMC prior to award, a contract may not be awarded unless authorized by the Assistant Deputy Chief of Staff (ADCS) for Acquisition, Contracting and Production Management, HQ, AMC, in accordance with FAR 33.103(f).

(b) Protests after award; when a protest is filed with HQ, AMC within 10 calendar days after award, or within five calendar days of a debriefing that was required by FAR 15.806, the contracting officer shall suspend performance. The HQ, AMC DCS for Procurement may authorize contract performance, notwithstanding the protest, upon a written finding that:

1. Contract performance will be in the best interests of the United States; or

2. Urgent and compelling circumstances that significantly affect the interests of the United States will not permit waiting for a decision from the HQ, AMC Protest Decision Authority.

#### REMEDIES:

The HQ, AMC Protest Decision Authority may grant any one or combination of the following remedies:

- (a) Terminate the contract;
- (b) Re-compete the requirement
- (c) Issue a new solicitation;
- (d) Refrain from exercising options under the contract;
- (e) Award a contract consistent with statute and regulation;
- (f) Pay appropriate costs as stated in FAR 33-102(b)(2);
- (g) Such other remedies as HQ, AMC Protest Decision Authority determines necessary to correct a defect.

#### SERVICE OF PROTEST FOR AMC PROCUREMENTS:

The clause at FAR 52.233-2 shall include the following at the end of paragraph (a):

Protest to HQ, AMC shall be filed at:

HQ, Army Materiel Command  
Office of Command Counsel  
ATTN: AMCCC-PL  
5001 Eisenhower Avenue  
Alexandria, VA 22333-0001

Facsimile number (703) 617-5680/617-4999  
Voice number (703) 617-8176

The AMC-Level Protest Procedures are found at:  
[www.dtic.dla.mil/amc](http://www.dtic.dla.mil/amc)

If Internet access is not available, contact the contracting officer or HQ, AMC to obtain the AMC-Level Protest Procedure.

(End of Provision)

## **B. FORMAL INFORMATION AND INSTRUCTIONS**

### **ELECTRONIC RESPONSES REQUIRED (TACOM) (APRIL 1999)**

You are required to submit your offer, bid or quote via paperless electronic media. See the provision entitled "Electronic Offers [or 'Quotes' or 'Bids'] Required in Response to This Solicitation [or 'Request for Quotations']" for more specific information.

[End of provision]

### **ELECTRONIC OFFERS REQUIRED IN RESPONSE TO THIS SOLICITATION--COMMERCIAL ITEMS (TACOM) (APRIL 1999)**

1. You must submit your offer via paperless electronic media (See paragraph 2 below.). Offers submitted in paper form are unacceptable and will be returned. You must submit your electronic offer, and any supplemental information (such as spreadsheets, backup data, technical information), using any of the following electronic formats:

(i) Files readable using these Microsoft® 97 Office Products: Word, Excel, PowerPoint, or Access.

Spreadsheets must be sent in a format that includes all formulae, macro and format information. Print image is not acceptable.

(ii) Files in Adobe PDF (Portable Document Format)

(iii) Files in HTML (Hypertext Markup Language). HTML documents must not contain active inks to live Internet sites or pages. All linked information must be contained within your electronic offer and be accessible offline.

(iv) Other electronic formats. Before preparing your offer in any other electronic format, please e-mail the buyer identified in Block 10 of the solicitation cover sheet (Government Standard Form 1449), with e-mail copy-furnished to [amsta-idq@tacom.army.mil](mailto:amsta-idq@tacom.army.mil), to obtain a decision as to the format's acceptability. This e-mail must be received by the buyer not later than ten calendar days before the closing date. Failure to e-mail the buyer within this timeframe to seek an alternate format's acceptability may result in rejection of your offer. All alternate methods must be at no cost to the Government.

Note: The above formats may be submitted in compressed form using self-extracting files.

2. Acceptable media: 100 megabyte Zip\*-disk, 3 1/2 inch disk, 650 megabyte CD ROM, or E-mail. Identify the software application, and version, that you used to create each file submitted.

(a) 100 MEGABYTE ZIP\*-DISK, 3 1/2 INCH DISK, or 650 MEGABYTE CD ROM via U.S. Mail or other carrier. Offeror shall label any and all submitted disks with the solicitation number and closing date, and the offeror's name and address and contact phone number. Your attention is called to the provision "Instructions to Offerors-Commercial Items", FAR 52.212-1 listed in the section entitled, "Representations, Certifications, and Other Statements of Offerors"--all contained therein is applicable to paperless electronic offers. In the event of multiple submitted offers, place each offer/submission on its own disk(s) (one offer can comprise multiple disks). You must also submit only one offer/submission per envelope. Also, submit only one (1) of each disk (no additional copies required).

(b) E-mail. If you choose to use e-mail, address your offer to [SMTP:Offers@tacom.army.mil](mailto:SMTP:Offers@tacom.army.mil). DO NOT MAIL OFFERS TO THE BUYER. The subject line of the e-mail must read "OFFER-[solicitation number], CLOSES [closing date]". Maximum size of each e-mail message shall be three and one-half (3.5) megabytes.

Any compressed files must be self-extracting, and you must provide appropriate instructions. You may use multiple e-mail messages for each offer/submission, however, you must annotate the subject lines as described above for each message, and number them in this manner: "Message 1 of 3, 2 of 3, 3 of 3".

Please select only one medium by which to transmit each offer. For instance, do not submit an offer via 100 megabyte Zip\*-disk AND e-mail.

3. Commercial product literature in support of technical proposals shall be provided in electronic format in accordance with the format guidelines above. If this literature is unavailable in electronic format, the offeror shall provide a brief description of it in his offer, and shall retain this hard copy literature for possible later review by the Contracting Officer.

4. (a) Lateness rule for submitted disks or e-mail submissions are outlined in FAR 52.212-1(f), within the provision "Instructions to Offerors--Commercial Items", listed in the section of this solicitation entitled "Representations, Certifications, and Other Statements of Offerors". Electronic offers or modification of offers received at the address specified for the receipt of offers after the EXACT time specified for receipt of offers will not be considered.

(b) Offers must arrive in their entirety by the time specified in the solicitation. Offerors bear the responsibility of timely transmission of their offers to ensure the availability of an e-mail transmission line.

5. Security Note: If you choose to password-protect your offer, you must provide the password to TACOM before the closing date. Contact the buyer identified in Blocks 7a and 7b, and Block 9 of the SF 1449 solicitation cover sheet to arrange a means of providing it.

6. Electronic offers must include, as a minimum:

- (a) The SF 1449 cover sheet filled out. SIGNATURE: For offers submitted via disk or CD ROM per 2(a) above, this SF 1449 cover sheet must be signed and included electronically in your disk or CD. Authentication for e-mailed offers is verified by the offeror's return e-mail address.
- (b) All applicable fill-in provisions from this solicitation. All applicable fill-ins must be completed and submitted by the offeror.
- (c) A statement of agreement to all the terms, conditions, and provisions of this solicitation.
- (c) Any other information required by the solicitation. Also, see the provision "Instructions to Offerors--Commercial Items", FAR 52.212-1, listed in the section entitled "Representations, Certifications, and Other Statements of Offerors".

7. Offerors shall make every effort to ensure that their offer is virus-free.

\*Registered trademark [end of provision]

## 1. GENERAL INQUIRIES

For further information concerning the terms and conditions of this solicitation or other general information, please contact the buyer, Ms. Carolyn Kaczmarek, via email at [kaczmarc@tacom.army.mil](mailto:kaczmarc@tacom.army.mil). All questions will be addressed with responses provided via the TACOM website for all offeror's consideration.

## 2. SOLICITATION AMENDMENTS

The only method by which any term of this solicitation may be modified is by an express, formal amendment to the solicitation generated by the issuing office. No other communication, either during the question and answer stage or through discussions, whether oral or in writing, will modify or supersede the terms of this solicitation. Receipt of an amendment to a solicitation by an offeror must be acknowledged in accordance with the instructions set forth in Block 11 of Standard Form 30, Amendment of Solicitation/Modification of Contract.

## 3. FALSE STATEMENTS

Proposals must set forth full, accurate, and complete information as required by this solicitation, including all attachments. The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.

## 4. EXPENSES RELATED TO PROPOSAL SUBMISSIONS



This solicitation does not commit the Government to pay any costs incurred in the submission of any proposal, or in making necessary studies or designs for the preparation thereof or to acquire or contract for any services.

#### 5. DISCUSSIONS WITH OFFERORS

The Contracting Officer may conduct written and/or oral discussions with any or all of the offerors within the competitive range. Offerors will be notified of the date, time, and place for any such oral discussions. Any such discussions will be conducted in accordance with Department of Defense and Department of the Army acquisition policies and procedures.

#### 6. INFORMATION REGARDING AWARD

Written notice to unsuccessful offerors or bidders and contract award information will be promptly released in accordance with applicable FAR and DFARS provisions.

#### 7. DISPOSITION OF SOLICITATION DOCUMENTS

Drawings, specifications, and other documents supplied with the solicitation may be retained by the offeror. DO NOT RETURN TO THE ISSUING OFFICE, unless there is a requirement for a document to be completed and returned as a part of the offer.

#### 8. PARTNERING

In an effort to most effectively accomplish the objectives of this contract, it is proposed that the government, the contractor, and its major subcontractors engage in the Partnering process.

Participation in the Partnering process is entirely voluntary and is based upon a mutual commitment between government and industry to work cooperatively as a Team to identify and resolve problems and facilitate contract performance. The primary objective of the process is providing the Detroit Arsenal and USAGS with the highest quality supplies/services on time and at a reasonable price. Partnering requires the parties to look beyond the strict bounds of the contract in order to formulate actions that promote their common goals and objectives. It is a relationship that is based upon open and continuous communication, mutual trust and respect, and the replacement of the "Us vs. Them" mentality of the past with a "win-win" philosophy for the future. Partnering also promotes synergy, creative thinking, pride in performance, and the creation of a shared vision for success.

After contract award, the government and the successful offeror will decide whether or not to engage in the Partnering process. If the parties elect to partner, any costs associated with that process shall be identified and a mutually acceptable arrangement will be made after contract award.

The establishment of this Partnering arrangement does not affect the legal responsibilities or relationship of the parties and cannot be used to alter, supplement or deviate from the terms of the contract. Any changes to the contract must be executed in writing by the Contracting Officer.

Implementation of this Partnering relationship will be based upon the AMC Model Partnering Process, as well as the principles and procedures set forth in the AMC Partnering Guide. The principal government representatives for this effort will be identified at the time of implementation (i.e., names, positions, and role\* in contract administration, etc.).

#### 9. PROPOSAL INSTRUCTIONS

##### a. Submittal Requirements

To ensure information is properly presented and to aid the Government in

the evaluation process, offerors shall prepare a proposal in accordance with the instructions presented herein.

b. Consideration for Award

In order to be considered for award of the contract for the requirements of this solicitation, the offeror must submit a proposal with its offer. Failure to submit a proposal will result in the entire offer being rejected. The solicitation requires an offer on all items, failure to do so will disqualify the offer.

c. Validity of Proposal

The Offeror shall be held responsible for the validity of all information supplied in their proposal, including that provided by potential subcontractors. The Government does not assume the duty to search for data to cure problems it finds in the proposals. The burden of providing thorough and complete information remains with the offeror. All proposals must contain the following statement followed by the signature and title of an official authorized to obligate the company: "The information contained in this proposal is accurate and true to the best of my knowledge". Should subsequent investigation disclose that the facts and conditions were not as stated, the proposal may be rejected.

d. Format/Content of Proposal

i. The proposal shall contain a Table of Contents of the total proposal. Tab indexing shall be used to identify all areas, appendices, sections and topics. Each section of the proposal shall be cross-referenced, where applicable, to the appropriate Performance Work Statement and CLINS.

ii. Hardcopies of the proposals shall be in print type Courier, Courier New or Times New Roman, font size 12 on 8-1/2 x 11 inch pages with fold-out sheets limited to 17 inches and shall be contained in 3-ring loose leaf binders. The Management/Technical section is limited to 50 pages, exclusive of the Government Furnished Property (OPP) List that is to be annotated and returned.

iii. All pages of each volume/section shall be appropriately numbered.

iv. Proposals must also be submitted in electronic format in accordance with the formats stated previously stated TACOM requirement. (page6-7)

VOLUME/ SECTION NO.	CONTENTS	NO. OF COPIES
I	Certification/Representations	2 copies
II	Management/Technical Proposal	3 copies
III	Price Proposal	2 copies
IV	Past Performance/Small Business Participation	2 copies

**VOLUME/SECTION I - CERTIFICATIONS/REPRESENTATIONS**

In this volume/section, offerors will provide the following.

- a. One copy of SF 1449 signed by a person authorized to sign bids, quotations or proposals on behalf of the offeror.
- b. One copy of this solicitation with all fill-ins completed.
- c. A list of any exceptions the offeror takes to any term, condition or requirement contained in the solicitation and the basis for each exception.

**VOLUME/SECTION II - MANAGEMENT/TECHNICAL PROPOSAL**

The Management/Technical Proposal shall be based on the offeror's proposed approach to meet the requirements of the solicitation. The information provided must be in sufficient detail to enable assessment of the offeror's

management/technical capability in regards to meeting the requirements set forth in the solicitation. The offeror's proposed Management/Technical Approach must consider the following elements: Staffing, Training, Equipment, Customer Service, Quality Control, Automated Systems Management and Phase In/Phase Out.

In no case shall words like 'we will comply with the requirements of the contract' or equivalent statements be acceptable to meet the requirements for this solicitation. Failure to comply with these instructions may result in the offeror's proposal being rejected.

To ensure that the offeror clearly understands the work effort required under the Performance Work Statement (PWS), including all attachments, the following elements shall be addressed:

**Element 1: Staffing:**

- (a) Complete a staffing chart to include both in-house and subcontract efforts, and all line and staff relationships. The use of supervisors and work leaders should be noted. All information included on the staffing chart must be cross-referenced and/or trackable to the pricing information provided.
- (b) For key on-site personnel, describe the major duties and qualifications for key personnel, and show how the proposed key personnel meet those criteria. Include minimum general and specialized education, years of technical and management/supervisory experience, any special certifications, security clearances and any other basic skills or knowledge required for the position. Provide an outline of the authority (contractual, hiring, firing, etc) that key on-site personnel will have and exercise.

**Element 2: Training:**

- (a) Explain how the offeror intends to train, certify and document employee qualifications and experience (i.e initial, sustainment, refresher, certifications, licenses) at all technical skill levels in Army and contractor supply and property work processes and tasks. The approach must cover initial contract start-up as well as ongoing employee training standards. Attest that all employees will be capable of speaking and writing American/English at a high school or better level of comprehension.

**Element 3: Equipment:**

- (a) Indicate acceptance, in Attachment G, of any government furnished equipment listed in the PWS which the offeror intends to utilize in the performance of this contract. Provide a statement as to how the equipment will be maintained, repaired or replaced by the offeror per FAR Part 45. Offerors shall also indicate within their proposal any equipment or materials that they will provide as contractor furnished materials and ensure that such items are appropriately covered within the pricing area.

**Element 4: Customer Service:**

- (a) Explain how the offeror will provide and ensure a high level of customer service to meet the performance requirements. Discuss the approach, level of priority customer service will receive, means of satisfying and tracking customer satisfaction. Discuss the information distribution and customer education approach for informing customers about performance goals and local procedures to obtain services. Describe how the offeror's personnel will be trained in customer service goals, standards and techniques. Describe how customers will be trained in logistics systems and property accounting procedures.

**Element 5: Quality Control:**

- (a) Describe in detail the quality control plan and approach used to ensure quality requirements are met. Compare to industry standards such as Total Quality Management, Value Analysis and ISO 9000. Describe

the performance metrics and/ or measures to be gathered and reported to the government for workload and performance analysis.

**Element 6: Automated Systems Management:**

(a) Explain how the offeror will operate and maintain Automated Data Processing Equipment and software needed for internal business processes and practices and for coordination and interface with government systems.

**Element 7: Phase In/Phase Out:**

(a) Explain your phase in/phase out plan.

**VOLUME/SECTION III- PRICE PROPOSAL**

In this volume/section, the offeror shall provide the following information:

(a) The Price Volume shall include data to support the realism and reasonableness of the proposed prices. The evaluation of realism seeks to determine whether the proposed prices accurately reflect the offeror's specific technical approach. The Price Volume must be consistent with the offeror's technical volume. The consistency between the offeror's price and technical volumes reflects on the offeror's understanding of the work required and on the offeror's ability to perform the effort required by the statement of work. Any inconsistency, if unexplained, raises a fundamental question as to the offeror's inherent understanding of the work required and to their ability to perform the work at the stated price.

Offerors are being asked to submit information that is adequate for evaluating the reasonableness and realism of their prices. All prices shall be in "then-year" dollars. All direct costs must be adequately cross-referenced, suitable for analysis and traceable to the relevant section within the technical proposal. Offerors shall not include any anticipated costs associated with the implementation of the partnering process in their proposals.

(b) The offeror shall provide separate pricing for the base contract year and the four option periods. For purposes of pricing, offerors may use the following estimated periods of performances, which are predicated on a contract award date by 30 June 99. Offerors are reminded to include any costs for a phase-in effort (from time of award to 1 Oct 99) directly into their base contract year price.

Line 0001 Base Contract Year 1 Oct 99—30 Sept 00  
 Line 0002 First Option Period 1 Oct 00—30 Sept 01  
 Line 0003 Second Option Period 1 Oct 01—30 Sept 02  
 Line 0004 Third Option Period 1 Oct 02—30 Sept 03  
 Line 0005 Fourth Option Period 1 Oct 03—30 Sept 04

(c) Based on your proposed staffing levels, provide a summary review of the direct labor costs, to include the number of personnel (by labor category), their productive labor hours, labor wage rates and any/all associated indirect charges applied to the direct labor cost. Provide this information by program year. Offerors are reminded that the proposed prices must be in "then-year" dollars.

As such, offerors must include the appropriate adjustments (i.e. inflation, cost of living, bonuses, etc) to the yearly labor wage rates that will be paid to its personnel. Given that this contract is subject to the Service Contract Act, offerors must comply with the Department of Labor's Wage Determination (attached) regarding the minimum level of compensation that is required. Contract modifications involving adjustments to the labor wage rates will only occur in those instances where the DOL minimum wage rate exceeds the annually-adjusted wage rate contained in the offeror's proposal and ultimately included in the contract price.

(d) Offerors are to provide a breakdown of all equipment/materials they will furnish beyond those items they plan to accept from the government furnished equipment listing. Offerors are reminded that the government will not provide any additional equipment beyond that shown on the government furnished equipment report. Offerors are responsible for any other items they feel are needed to accomplish the contractual requirements.

#### **VOLUME/SECTION IV PAST PERFORMANCE/SMALL BUSINESS PARTICIPATION**

The Past Performance/Small Business Participation Volume will address the contractor's past experience on work similar to that required under this contract's statement of work. In addition, offeror's utilization of small business concerns will be assessed. Past Performance is divided into two elements; (1) Performance Risk and 2) Small Business Participation. Offerors are encouraged to submit Past Performance and Small Business Participation information in advance of the solicitation's closing date. The basic information submitted may be supplemented up until the closing date of the RFP or any extension of that date. While compliance with this request is not mandatory, it will enable the Government to expedite the evaluation process once offers have been received. If the offeror plans to submit an offer but cannot comply with this request, please notify Ms. Carolyn Kaczmarek at [kaczmarc@tacom.army.mil](mailto:kaczmarc@tacom.army.mil)

##### **Element 1: Performance Risk**

The offeror shall provide, a description of its experience for all of its similar government or commercial contracts (prime and major subcontracts) received during the past three years which are relevant to the effort required by this solicitation for Property Book Support Services. The description shall include information, in the following format, for each contract:

- (1) Identify in specific detail why or how the historical effort is relevant or similar to the effort required by the solicitation.
- (2) Contract Number
- (3) Contract Type
- (4) Dates of Performance
- (5) Award Cost or Price
- (6) Identify the government or commercial contracting activity.
- (7) Provide the name, telephone number and email address for the procuring contracting officer (government) or the commercial entity's contracting representative.
- (8) Final, or projected, cost or price.
- (9) Provide a narrative explanation for each contract cited to include its statement of work, similarities of its work to our solicitation requirements, objectives achieved and any cost growths or schedule delays encountered. For any contract which did not meet the contract requirements with regard to its cost, schedule or technical performance, provide an explanation of the reasons for such shortcomings and provide any demonstrated corrective actions taken to resolve the problem and prevent a reoccurrence

Identify specific technical and management experience gained from your prior contracts which you feel will enhance your ability to meet the performance requirements of this contract.

Provide examples reflecting the offeror's history of reasonable and cooperative behavior, commitment to customer satisfaction, and business-like concern for the interests of its customers.

The Offeror shall also provide information for any and all Government and/or commercial contracts (regardless of whether its requirements were/are similar to this solicitation) that have been terminated for default or convenience, in whole or in part, for any reason during the past three years. Offerors shall also include those contracts currently in the process of being terminated.

New corporate entities may submit data on prior contracts involving predecessor companies and its officers and employees. However, in addition to the other requirements in this section, the offeror shall discuss in detail the role performed by such persons in the prior contracts cited.

Offerors are reminded that both data obtained independently by the Government and data provided by offerors in their proposals may be used in evaluating the offeror's past performance. The Government does not assume the duty to search for data to cure problems it finds in proposals. The burden of providing thorough and complete past performance information remains with the offerors.

#### **Element 2: Small Business Participation**

(1) Offerors shall provide any current plans/policies for subcontracting with Small Business (SB), Small Disadvantaged Business (SDB), Women Owned Small Business (WOSB), and Historically Black Colleges and Universities/Minority institutions (HBCU/MI).

(2) The names of SBA, SDBE, WOSB or HBCU/MI that would participate in the instant contract, the extent of the commitment to use such firms, the identification of the specific components/efforts to be performed by them and the estimated total dollar value of such work.

(3) A description of the offerors past performance over the last three calendar years in complying with the requirements of FAR 52.219-8, to include describing and providing documentation of the methods to promote SB, SDB, WOSB and HBCU/ml utilization, and the internal methods used to monitor such utilization.

ADDENDUM TO FAR 52.212-2  
EVALUATION - COMMERCIAL ITEMS

SEE Pages 1-4 ATTACHED

## ADDENDUM TO FAR 52.212-2

## EVALUATION - COMMERCIAL ITEMS

## A. ADDITIONAL CLAUSES AND PROVISIONS

## 52.217-5 EVALUATION OF OPTIONS (JUL 1998)

## B. ADDITIONAL GENERAL INFORMATION

NOTE: PROPOSALS AND DISCUSSIONS: No information regarding proposals received will be furnished prior to completion of evaluation, discussion, and award of the contract.

## 1. GENERAL

The Government plans to award a single contract for Property Book services to the offeror whose offer is considered to be in the best interest of the Government, price and other factors considered. The evaluation of proposals submitted in response to this solicitation shall be on a source selection basis.

## 2. SOURCE SELECTION PROCESS AND BASIS FOR AWARD

The award of one contract for Property Book services shall be made to that offeror whose proposal represents the best overall value to the Government. The evaluation will be conducted on three evaluation areas: Price, Management /Technical, and Past Performance/Small Business Participation as detailed below.

## 2.1. Evaluation Guidance:

2.1.1 Selection of the successful offeror shall be made following an assessment of each proposal against the solicitation requirements and the criteria below. The criteria contained herein shall be used to evaluate and assess the information provided by the offerors in response to the information called for in the ADDENDUM TO FAR 52.212-1.

2.1.2 Any proposal which is unrealistic in terms of technical proposal, schedule commitments, or price area, will be judged either as exhibiting a lack of competence or failure to comprehend the Government's requirements and may be so evaluated and rated, or rejected for such reasons. Furthermore, any significant inconsistency between proposed performance and price, if unexplained, may be grounds for rejection of the proposal due to an offeror's misunderstanding of the work required or an inability to perform any resultant contract. The Government will evaluate each proposal strictly in accordance with its content and will not assume that performance will include areas not specified in the offeror's proposal.

2.1.3 The technical and non-technical aspects of each proposal will be evaluated. However, price will be the controlling in all other issues.

2.1.4 Proposal Risks. Proposal risks are those risks associated with an offeror's proposed approach in meeting the Government Requirements. Proposal Risk is assessed by the Contracting Officer and is integrated into the rating of the Price Area and Management/Technical Area, and a portion of the Small Business Participation element.

2.1.5 Performance Risks. Performance Risks are those risks associated with the probability that an offeror will successfully perform the solicitation requirements as indicated by that offeror's record of past and current performance. Performance Risk will be assessed in the Past Performance element, and a portion of the Small Business Participation element.



2.1.6 Determination of Responsibility. Per FAR 9.103, contracts will be placed only with contractors that the Contracting Officer determines to be responsible, that is, those who may satisfactorily perform the necessary task and deliver the required items on time. Prospective offerors, in order to qualify as a source for this acquisition must be able to demonstrate that they meet the standards of responsibility set forth in FAR 9.104-1 and FAR 9.104-3(b). In addition, the Government may assess offerors financial and management capabilities to meet the solicitation requirements. Accordingly, the Government reserves the right to conduct a Pre-Award Survey on any or all offerors (or their significant subcontractors, defined as any subcontract dollar value in excess of \$200,000 per performance period or the subcontracted work is critical to the whole) to aid the Contracting Officer in evaluation of each offeror's proposal and ensure that a selected contractor is responsible. The Contracting Officer will consider the results of any such Pre-Award Survey in the selection decision. No award can be made to an offeror who has been determined to be not responsible by the Contracting Officer. If a small business concern's offer that would otherwise be accepted is to be rejected because of a determination of non-responsibility, the PCO shall refer the matter to the Small Business Administration, which will decide whether or not to issue a Certificate of Competency.

### 3. EVALUATION CRITERIA:

All proposals will be evaluated on the basis of the areas listed below. The Technical/Management and Past Performance/Small Business Participation will be adjectivally and narratively assessed on a risk basis. The proposals will be evaluated for price reasonableness and price realism (e.g., Is the price reflective of the offeror's management/technical approach in meeting the Government's requirements?). A total evaluated price will be developed, for evaluation purposes, comprising of: (1) the proposed prices on the Firm-Fixed Price CLINs including those for the option periods; and (2) all other price evaluation factors identified in the Section of the RFP.

#### 3.1 EVALUATION AREAS

##### AREA 1 - PRICE

##### AREA 2 – MANAGEMENT/TECHNICAL

##### AREA 3 – PAST PERFORMANCE/SMALL BUSINESS PARTICIPATION

Evaluation of Areas: AREA 1 (price) is the most important with AREA 2 (Management/Technical) and 3 (Past Performance/Small Business Participation) of significantly less importance. In accordance with FAR 15.304 (e)(3), the non-price areas of Management/Technical and Past Performance/Small Business Participation, when combined are significantly less important than price.

#### 3.2 AREA 1 – Price:

3.2.1 Price Realism and Price Reasonableness. Sufficient detail must be presented in the proposal to allow assessment of the realism and reasonableness of the proposed amounts. The evaluation of realism and reasonableness seeks to determine whether the proposed amounts are realistic for the work to be performed and reflect a clear understanding of the requirements. The consistency of the proposal pricing information with the offeror's Management/Technical section reflects the offeror's understanding of the work required and the offeror's ability to perform according to the scope of work of the contract for the proposed amounts. The offeror's proposal must identify any mathematical or other methods and nature of the amount of any contingencies included in the proposed amounts.

3.2.1.1 Information submitted by the offeror must be sufficient to enable the Government evaluators to address the following questions regarding realism:

- (i) How well has the contractor associated his proposed amounts to the technical scope of work involved?
- (ii) Are there any unexplained or unsubstantiated elements contained in the proposal?
- (iii) Has the offeror proposed amounts for each CLIN/SLIN of the technical proposal?
- (iv) Were equipment amounts included?
- (v) Is the data adequate for evaluation?
- (vi) Is the data in accordance with the DOL Wage determinations and other requirements of the solicitation?

3.2.1.2 Each offeror's proposal is presumed to represent their best effort to respond to the solicitation. Any significant inconsistency between promised performance and price shall be explained. Any significant inconsistency, if unexplained, raises a basic question as to the offeror's understanding of the work required and their ability to perform the contract.

### 3.3 Area 2 – Management/Technical

The Management/Technical Area shall be adjectivally and narratively assessed. The evaluation will assess the offeror's proposed approach to meet the solicitation's management/technical requirements and the risk that the proposed approach will meet the solicitation's requirements as it related to staffing and equipment. Proposal risks are those risks associated with an offeror's proposed approach in meeting the Government requirements. Proposal risks will be assessed and integrated into the rating of the Management/Technical Area.

### 3.4 Area 3 – Past Performance/Small Business Participation:

#### 3.4.1 Past Performance

Past Performance consists of the following five considerations: Price, Schedule, Technical/Quality, Business Relations, and Subcontractor Selection and Management. Business Relations is defined as the offeror's: (1) history of reasonable cooperative behavior, (2) commitment to customer satisfaction; and (3) business-like concern for the interest of its customers. The offeror's response in regard to its performance will provide the basis for proposal evaluation. An evaluation will be made of the offeror's performance risk, as well as that of its proposed significant subcontractors, for the above five considerations.

The offeror and its proposed subcontractors will be assessed in relation to the probable risk to the offeror meeting the solicitation's requirements (including all attachments) by considering past performance on similar related projects and/or programs. The assessment will focus its attention on recent, relevant project/programs, as indicated by that offeror's record of past and current performance within the past three years.

Performance risk will be on an adjectivally and narratively assessed in the Past Performance element of the evaluation. The Government will conduct the performance risk assessment based upon the offeror's current and past record of performance as it relates to the probability of successful accomplishment of the required effort. When assessing performance risk the Government will focus its assessment on the solicitation requirements, including price, schedule, technical/quality, business relations, and subcontractor selection and management. A significant achievement, problem, or lack of relevant data in any element of work can become an important consideration in the source selection process. A negative finding under any element may result in an overall high-risk rating. Therefore, offerors shall include all recent, relevant past efforts, including demonstrated corrective actions in their proposal. The lack of recent, relevant past performance will not be evaluated by the Contracting Officer either favorably or unfavorably (i.e., unknown risk assessment). Proposals that do not contain the information requested by this paragraph risk rejection by the Government.

In addition to information provided by the offeror, other internal government information, including but not limited to specific inquiries may be used. Offerors are reminded that, while the government may elect to consider data obtained from other sources, the burden of proving acceptability rests with the offerors. The Government does not assume the duty to search for data to cure problems found in proposals.

#### 3.4.2 Small Business Participation

The offeror will be assessed for the extent of participation of Small Business, Small Disadvantage Businesses, Women-Owned Small Businesses, and Historically Black Colleges/ Minority Institutions in performance of the resulting contract based on: (a) the extent and realism of utilization planning for such participation, and (b) performance risk of satisfying the requirements of FAR 52.219-8 (Small Business Offerors).

***ATTACHMENT A***

## **SECTION C. - DESCRIPTION AND SPECIFICATION OF WORK**

**C.1 Description.** To provide formal property accounting services for Army personal property at the U.S. Army Tank-automotive and Armaments Command (TACOM), Detroit Arsenal, Warren (and Garrison Selfridge), Michigan 48397-5000. This Scope of Work describes the actions required to maintain automated and consolidated Property Book records and to generate Property reports in support of the Government's Property Books at the U.S. Army TACOM in Warren, Michigan and the U.S. Army Garrison-Selfridge at Selfridge Air National Guard Base, Michigan. For the purposes of this Performance Work Statement (PWS), both entities will hereafter be identified as TACOM-Warren. Definitions for terms used in this PWS are provided at Attachment B.

**C.1.1 Best Commercial Practices.** The Contractor shall perform the Property Book Support work described below using the best commercial practices.

**C.1.2 Logistics Systems.** Individual Property Book records shall be maintained in the standard Department of Defense database. The current database is the Defense Property Accountability System (DPAS). The installation retail supply and property business processes have been automated to a paperless, electronic requisitioning system called the Automated Material Acquisition System (AMAS). This is a TACOM local system developed and operated by Armament Research Development and Engineering Center (ARDEC), Picatinny, NJ. Use of the AMAS system and process is discretionary, not mandatory. Therefore, upon Government approval, the Contractor may use any system that can interface with or replace AMAS, that meets AMAS information and control capabilities in form, fit and function, and is cost competitive with AMAS Government costs.

**C.1.2.1 AMAS Features.** AMAS provides a paperless mechanism for issuing and monitoring request for materials. Hand Receipt Holders and their authorized representatives using AMAS will perform their functions more efficiently. This is a menu driven system allowing the user to interact with AMAS through selection of options displayed on a series of menus.

**C.1.2.1.1 AMAS forms list.** Using AMAS, the user generates electronic versions of the DD Forms 2765-1, 1348-6, 2765-1 Credit Card, the 1348-6 Credit Card, the 2765c Compressed Gas form, the form 3161 for Transfers, and the 2765-1 Turn-In. The requisitioner also tracks the request through the system, communicating electronically with those who are processing it.

**C.1.2.1.2 AMAS Modules.** AMAS is divided into three modules: the general System User module, the Equipment Management Branch module, and the Stock Management module.

**C.1.2.1.3 AMAS User Functions.** The functions performed by the general System User are determined by the System Administrator at the time of enrollment.

**C.1.2.1.4 AMAS Process Overview.** The AMAS process begins when a requisitioner submits an electronic requisition form from any terminal or PC equipped with the correct communications software. This electronic requisition form resembles the paper form. The system provides the user with help tables and editing criteria that is linked to the AMC Installation Supply System (AMCISS). This link will help the user to enter the data correctly. After the requisition is submitted in AMAS it is routed to any one of several processing points that may include a Local Approver, Hand Receipt Holder, Section Chief, and/or Branch Chief for approval. It is then routed to the appropriate Program Analyst for certification of funds. Based on the descriptive information supplied by the requisitioner, the form is then routed for concurrence approvals by other organizations. If the request is a high priority, the requisition will then be sent to the Division Chief and

Director. When all the required approvals have been given, the requisition is then routed to the Equipment Management Branch and then, if necessary, to the Stock Management Branch. At any point during the approval process, the requisition can be given a status of "Hold." The reason for the status change is entered by the approver, who requests the necessary information for correction of the problem. The problem must be corrected before processing can continue.

C.1.2.1.5 **Additional AMAS Features.** An electronic memo system is available in AMAS allowing communication of information concerning requisitions. Additionally, an electronic message folder, or audit trail, is available for each requisition. It is used to store all communications, notes, and changes made to the request. AMAS is also capable of generating and routing the turn-in form necessary for users who wish to dispose of an item. A key feature of this option is the availability to all users of the "Excess Items List." This feature enables the user to view items that have been turned in by others as well as to create and route a transfer form for the acquisition of these items. Enhancements have been made to AMAS to allow for requisitioning of compressed Gas, the Turning in of Gas Cylinders and the use of Credit Cards to requisition items.

C.1.3 **Contractor Responsibilities.** The Contractor shall furnish all personnel, supervision, training, transportation, material, parts, supplies, equipment, and any other items or services necessary to perform work defined in this Performance Work Statement (PWS), except as specified as Government Furnished property or services in paragraph C.3.3.

C.2 **Specifications.** The Property Book Support function primarily consists of maintaining the installation's master accountable records for all non-expendable personal property and equipment owned or controlled by TACOM and tenant organizations stationed at TACOM-Warren. The master accountable records list each non-expendable item owned or controlled by TACOM-Warren or its tenant organizations and document the complete history of the item for the most recent two years. Though each item of non-expendable property is tracked individually as a separate record, the accountable records are organized based on which overall organization is responsible for the property. These large organizational entities have unique Unit Identification Codes (UICs). Each UIC has a Property Book. There are currently approximately 27,000 lines of controlled items. The items in each Property Book are assigned to a specific hand receipt, based on which organization within the UIC actually has control of the item. Each hand receipt has one person who is responsible for all items on the hand receipt, known as the hand receipt holder.

C.3 **Accountable Property Officer (Property Book Officer/PBO).** At the time of contract award, the Government will designate, in writing, a Property Book Officer for the consolidated, automated data base records for TACOM-Warren. The Property Book Officer will have responsibility for and authority over the requirements, authorization and disposal of non-expendable property. All decisions regarding the non-expendable property and the property accountability program will be made by the Government Property Book Officer. The Contractor will obtain PBO approval and signature on Administrative Adjustment Reports, Reports of Survey, and transfers of non-expendable items between Installations discussed below.

C.4 **Contracting Officer's Technical Representative.** At the time of contract award, the Government will designate, in writing, a Contracting Officer's Technical Representative (COTR) who will represent the Contracting Officer on technical matters and contract priorities. This may be the PBO or a staff member at the Government's discretion. The Contracting Officer will

provide general and administrative guidance to the Contractor and will initiate necessary changes to the work statement.

C.5 Personnel Technical Skills and Knowledge. The Contractor shall ensure that all employees possess the necessary skills to perform the work to which they are assigned under this contract and that their skills are updated commensurate with contract changes or changes in technology, automated systems or operating methods. Training is the responsibility of the Contractor.

C.6 GFE/Contractor Furnished Equipment. The following listed property is offered for use by successful bidder, on an as-is, where is, non-replacement, one time only basis. The offerer is required to predict costs of supplies and equipment up-front, and must allow for the maintenance, repair, and subsequent replacement of items of equipment at the end of its useful life. The Government has no further contractual obligation to provide supplies and equipment except as specified herein.

C.6.1 Facilities. 800 square feet of suitable office space (one room) will be provided. This is a first floor room with four windows and one entrance door to a hallway, located in the north-end of building 203. The space is heated and air-conditioned.

C.6.2 Equipment. The following equipment will be provided by the government: general office personal computers (CPUs) (Pentium 586 (166), 32 MEG RAM, 1.5 GIG hard-drive); 17" video display monitors; network software, Windows 95, Workplace Pro, Outlook 98, Micro-Soft Office Suite (Word, Excel, Access and PowerPoint, and Jet-Forms-Flow as a minimum) offered on a one per person basis; one Hewlett Packard LaserJet IVSI printer and one Hewlett Packard LaserJet series II printer; one fax machine; and one DeskTop Copy Machine.

C.6.3 Furniture. Modular workstations will be provided for on-site contractor functional employees on a one-for-one basis. General office type clerical chairs are provided for each person. General-purpose filing cabinets are available: 21 two-drawer file cabinets (under workstations) and three 36" x 60" upright filing cabinets. Two conference tables 24" x 60" and four side chairs as well as one coat rack are available.

C.6.4 Communications. Each PC will have Local Area Network connectivity. There will be four phone lines available for Inter/Intra office local service for TACOM-Warren Customer Support. There is Telnet connectivity within the TACOM LAN for access to the Mega-Center Host Database for the Defense Property Accountability System (DPAS). There will also be worldwide WEB access through the LAN. All communications are For Official Use Only.

C.6.5 Office supplies. Expendable/durable supplies (e.g. toner cartridges and copy paper) are not provided.

C.6.6 FAR Part 45 will apply.

C.7 Quality Control Plan. The Contractor shall implement a quality control program, which will ensure that all work is performed in accordance with the standards specified herein. The Contractor shall inform the Contracting Officer's Technical Representative, in writing, of issues involving the Government which hinder or prevent work performance or negatively impact the quality of the work performed. The Contracting Officer's Representative will work with the Contractor in resolving such issues. The contractor's quality control plan will be submitted to the government COTR for approval within thirty (30) days of contract award.

C.7.1 Quality Approach:

### ISO 9000 Standards

The Contractor will provide equal or equivalent Quality approach to the following: The level of quality in products and services is to be equivalent to the guidelines for quality control published by the International Standards Organization (ISO), which is based in Geneva, Switzerland. These quality guidelines, known as the ISO 9000 standards, provide a way for companies to certify to their customers the following: they have a quality control system in use, and the system clearly defines an expected level of quality; the system is fully operational and is backed up with specific documentation of the quality control procedures; and the intended level of quality is being achieved on a sustained, consistent basis. The system will define and document prevention measures (e.g., training, statistical process control, quality data gathering, quality improvement projects, and audits), appraisal (test and inspection), internal failure (analysis of the cause of defect, and Process-Value Analysis - PVA), and external failure (handling customer complaints). A total quality management approach must address continuous improvement. In the service sector, quality employees are the key to quality services.

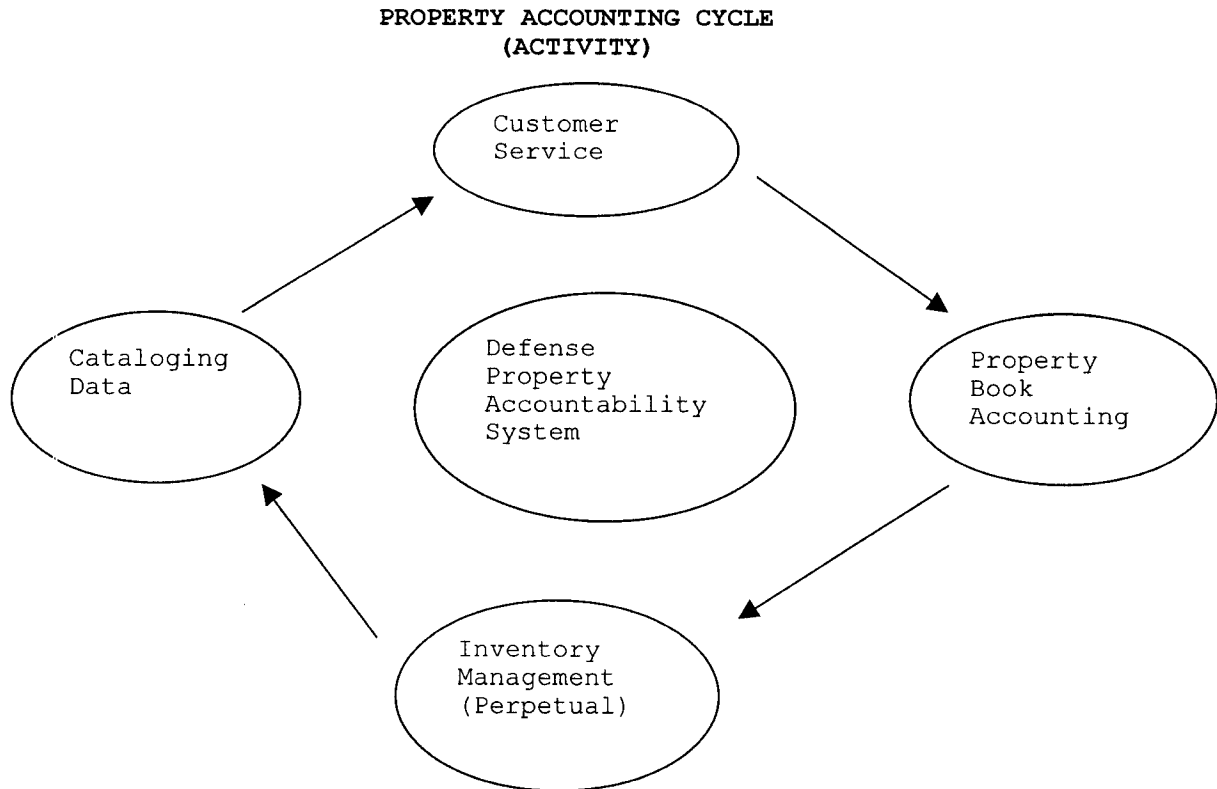
C.8 Tasks. The Contractor shall maintain the formal property accountability records. Specific tasks include at a minimum: providing customer service; reconciling Hand Receipts, cataloging property; increases and decreases in the Property Book records; managing inventory; and training customers on property book procedures. The Contractor shall manage and perform the property accountability support functions. Guidelines are provided at Attachment C. Their latest versions will apply. The Contractor shall coordinate with other Contractors and with Government personnel when required to effectively accomplish the work objectives. The Contractor shall not approve discretionary actions such as determining requirements or authorizing acquisition or disposal of non-expendable items.



C.8.1 **Response Time.** The following chart depicts major tasks to be accomplished. If there is any discrepancy between the chart and the Performance Requirements Summary (PRS) at Appendix D, the PRS takes precedence.

<u>Monthly Reportable</u>			
<u>Task (Service Outputs)</u>	<u>Units</u>	<u>Time</u>	<u>Quality</u>
Customer Service:			
Phone Call/Email	# Inquiries	1 Day	Customer quality feedback cards with 99% positive.
Walk-ins	# Customers	Immediately	
Reconcile HRs	# Recons/month	10 Days	Random Sample, 99% Accuracy.
Catalog New Items	# Transactions	3 Days	Conform to Fedlog 99%
Lateral Transfers	# Transactions	3 Days	Quantity and Data Elements 98%
Excess Item Turnin	# Transactions	3 Days	Verify Data is 96% Accurate
Post Credit Card Buys	# Transactions	3 Days	96% Data Accuracy
Post Command Buys	# Transactions	3 Days	96% Data Accuracy
Post Found-on-Installation (FOI)	# Transactions	3 Days	96% Data Accuracy
Hand Receipt Training	# Customers	Quarterly	Training Eval Sheets 90% Positive

C.8.2 **Customer Service.** Customer service is the first priority to assure effective, high quality and timely delivery of services. Customer service represents the outcome of the property accounting cycle (Activity) of request, authorize, order (and track status), receive, catalog, issue, post/adjust records, maintain perpetual asset inventory, and dispose/redistribute assets. Customer service integrates all tasks into a business process.



C.8.2.1 **Goals.** To provide excellent property account record keeping for Army-TACOM (Warren) customers. To provide total quality customer services to meet the Army goal of 100% property accountability.

C.8.2.2 **Customer service tasks and standards.**

C.8.2.2.1 Efficient handling of telephone calls for information and assistance. There are an average of 400 primary account customers supporting a Command population of +/- 4000, accounting for over \$150M in assets (non-expendable Army property). Standards are answer phone in three rings, and provide answers to 50% of customer queries within four hours and 99% within one business day.

C.8.2.2.2 Process paper and/or electronic property request transactions as a perpetual asset inventory. Contractor will perform the following tasks using AMAS or DA 3161 for property transactions: process requisitions, lateral transfers, turn-ins, and minor record corrections (serial/model number, bar code). Standard is that the transactions must be processed within 3 business days from receipt of required documentation.

C.8.2.2.3 Reconcile annual and special inventories. Customer annual inventories and special 100% physical inventories will be scheduled through

the PBO, received, logged, reconciled, new inventory date posted, and complete official record copy returned to the customer. Standard is ten business days.

C.8.2.2.4 Report workload. Contractor will track activity work units. Standard is monthly.

### C.8.3 Cataloging:

C.8.3.1 New items. All items shall be correctly cataloged prior to posting to the Property Book. This allows all users of the DPAS system (both at TACOM and at higher headquarters) to specifically identify the item for reporting and controlling purposes. The Contractor shall maintain the Catalog Tables in the Department of Defense Standard System, which currently is DPAS. The Contractor shall catalog all non-expendable items before posting to the hand receipt. Items must be cataloged in accordance with applicable ARs; DPAS manual; the FEDLOG database; the Common Table of Allowances 50-909, Field and Garrison Furnishings and Equipment; Cataloging Handbook H2; and DA Supply Bulletin 708-21. The Contractor shall physically verify information required for correct cataloging from the item or item's packaging when required. Most items may be inspected on the Receiving Dock.

C.8.3.2 Changes to existing items. When an item is identified as mis-cataloged during the course of normal business, the Contractor shall correct the cataloging information in DPAS.

C.8.3.3 Mass cataloging changes. The Government DPAS Systems Administrator will give the Contractor a list of the changes to National Stock Numbers in the Army Master Data File (AMDF) that need to be made to property book items each month. The Contractor shall make cataloging corrections in DPAS when errors are identified.

C.8.4 Documenting changes to property items. The Contractor shall document all increases, lateral transfers between TACOM hand-receipt holders, transfers to non-TACOM hand-receipt holders, and decreases on the correct hand receipt in a Property Book. Adjustments shall be made based on applicable documents or automated transactions initiated by authorized individuals. The contractor shall ensure cataloging is complete and shall confirm proper authorization for transactions. For Found-On-Installation (FOI) property, the contractor shall check for property accountability and post to the correct hand receipt. The Contractor shall maintain all manually generated support documents for at least two years from the date the transaction was processed.

C.8.5 Customer Delegation of Authority (DA Form 1687). The Contractor shall maintain records identifying the sources authorized to initiate various types of transactions and shall ensure that requests for a transaction are made by an authorized individual prior to processing a transaction. Authorized sources will be identified by the Government. On a 12 month basis, hand receipt holders will give the Contractor a DA Form 1687, Notice of Delegation of Authority, that designates which individuals are authorized to request or receive property for the hand receipt holder. This will be concurrent with the annual inventory cycle.

C.8.6 Perpetual Inventory Management. The Contractor shall maintain an accurate inventory of all non-expendable items owned or controlled by TACOM-Warren or its tenant organizations. These items shall be assigned to specific property books, based on which organization has the item and by hand receipt holders within each Property Book. To ensure that the information on the individual hand receipts is accurate, the Contractor shall work with Government hand receipt holders to conduct two types of inventories: annual and special.

C.8.6.1 **Inventory Descriptions.** The Accountable Property Officer will use AR 710-2, Table 2-1 to schedule inventories. The following schedule is an extract from Table 2-1.

Inventory Type	Requirement	Time Allotted/Frequency
Primary Hand Receipt Holder (PHRH) Inventory, 100% Physical Inventory	Customers will follow procedures per AR 710-2, Table 2-1 for all Inventories	Annually as directed by the PBO.
PBO/change of PBO inventory all property not on Hand Receipt 100%		Within 30 Days before effective date and annually thereafter.
Receipt, turn-in, transfer or issue of property verify Qty, accuracy of S/N, Reg #, dates of manufacture/acquisition of end items are 100% correct on all documents.		Per occurrence.
Command Directed		Commanders will direct inventories when: Evidence of unlawful entry Discovery of unattended storage items; Upon notification that a HRH will be absent for 30 days or more; Any loss of accountability Special interest
Controlled Items other than Weapons and Ammunition		Quarterly
Weapons and Ammunition		Monthly

C.8.6.2 **Inventory Technical Support.** The Contractor shall provide technical support to the Accountable Property Officer per above. The contractor shall schedule specific monthly quantity of hand receipts to meet annual inventory requirement; send out the hand receipts; submit report on delinquent account holders; update DPAS database for Inventory Due Date (HRH Screen); update DPAS database for Inventory Due Date (Mass Changes for end items); check 100% for Fund Code; and correct Item Description (Name), Office Symbol, hand receipt holder information (i.e. Name, Phone Number and Signature on hand receipt).

C.8.6.3 **Annual inventories.** The Contractor shall reconcile the information on each hand receipt at least every 12 months. The Contractor shall initiate the annual inventory by supplying a copy of the current hand receipt in the DPAS system to the hand receipt holder. The hand receipt holder will verify the information on the hand receipt and annotate any changes that need to be made, attaching supporting documentation for all requested changes. No DPAS transactions will be made without supporting documentation.

C.8.6.4 **Special inventories.** Special inventories are required when the hand receipt is being transferred from the current hand receipt holder to a new one. When this occurs, both hand receipt holders must inventory all items on the hand receipt. The Contractor shall provide the Government hand receipt holder with a copy of the current hand receipt, either upon receipt of a request from a hand receipt holder for a special joint inventory or upon receipt of a letter appointing a new hand receipt holder, if the special inventory hasn't been conducted yet. The procedure of conducting a special inventory is the same as conducting an annual inventory.

C.8.7 **Administrative Adjustment Reports.** The Contractor shall prepare and process all Administrative Adjustment Reports (AAR) (DA Form 4949), annotating changes or corrections made to DPAS to accurately account for property on hand and to maintain an accurate history and audit trail of all non-expendable property. The Contractor shall obtain approval from the Property Book Officer for all administrative adjustments.

C.8.8 **Reports.** The Contractor shall generate the routine reports (listed below) and special reports when requested by the COR or COTR.

C.8.8.1 **Review and Analysis Report.** The Contractor shall provide monthly feeder review and analysis data to the COR or COTR. The requirement includes a monthly report on all scheduled, completed, and delinquent inventories, broken out by TACOM business center or tenant organization.

C.8.8.2 **Workload Reporting.** The contractor shall collect monthly activity workload data and report it quarterly to the COR or COTR.

C.8.9 **Customer Communication Distribution.** The Contractor will communicate with customers via phone/fax, local area Network mail, HRH Mailbox, inter-office mail and TWLAN Intranet site.

C.8.10 **Training.** The Contractor shall develop and provide initial and sustainment training to customers on inventory management, transaction processing and property accountability procedures and in the use of automated accountability systems. Formal orientation training for new hand receipt holders will be offered as required, but at least once per quarter. Current HRHs may attend if they wish. Additional training may be either formal (classroom, video, or written instruction) or informal, depending on the complexity of the question and the number of people who need to be informed about property book support functions and customer responsibilities.

C.8.11 **Internal Standard Operating Procedures.** The Contractor shall establish internal operating procedures for accomplishing the property accountability requirements identified in this Performance Work Statement. SOP(s) will be submitted to the COTR for approval within 30 days of contract award and will be updated annually.

C.9 **Security.** The Contractor shall comply with the established security requirements for all automated systems used in the conduct of this contract.

The Contractor shall report all security breaches immediately upon discovery to the System Administrator or Property Book Officer for resolution.

C.10 Systems Administration. The Contractor shall report all DPAS and AMAS system problems or inefficiencies to the System Administrator or Property Book Officer for resolution. The Contractor shall work with the System Administrator in making mass corrections or updates to the system/database.

C.11 Quality Assurance. The Contractor shall establish and maintain quality control procedures to ensure that performance standards included in the Performance Work Statement and attached Performance Requirements Summary are met. The Performance Requirements Summary lists required services, their standards for performance, their maximum allowable degree of deviation from requirement, their method of surveillance, and the adjusting service to contract price. The Contractor shall maintain quality control records showing that acceptable levels of quality have or have not been met. The Government will monitor the Contractor's performance in accordance with the Performance Requirements Summary and Quality Assurance Surveillance Plan and report to the Contracting Officer Representative acceptable or unacceptable performance and reasons for such.

***ATTACHMENT B***

## GENERAL DEFINITIONS

**Accountability.** The obligation, imposed by law, lawful order, or regulation, of an officer or other person for keeping an accurate record of property, documents, or funds. Includes identification data, gains, losses, dues-in, dues-out, and balances on hand or in use. The person having this obligation may or may not have actual possession of the property, documents, or funds.

**Accountable Officer.** Person officially appointed in writing by proper authority to maintain item and/or financial records of government property, irrespective of whether the property is in their possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or for care and safekeeping. There are three types of supply accountable officers:

- a. Transportation officer, accountable for property entrusted to him or her for shipment.
- b. Stock record officer, accountable for supplies being held for issue from time of receipt until issued, shipped or dropped from accountability.
- c. Property book officer, accountable for property upon receipt and until subsequently turned in, used (consumed) for authorized purposes, or dropped from accountability. Hand receipt holders are not considered accountable officers.

**Activity.** A separate Table of Distribution and Allowances (TDA) organization under the direct supervision of a Major Army Command (MACOM) or lower level of command.

**Administrative Adjustment Report.** A report annotating changes or corrections made to the Defense Property Accountability System to accurately account for property on-hand and to maintain an accurate history and audit trail of non-expendable property.

**Army Master Data Files (AMDF).** The files required to record, maintain and distribute supply management data between and from Army Command to requiring activities.

**Army Property.** All property under Department of Army (DA) control except property accounted for as owned by a Non-Appropriated Fund activity. 'Government property' and 'Army property' are used synonymously with 'property.'

**Audit Trail.** Documentation supporting debit and credit entries on accounting records from the time property is brought into the Army inventory with a source document, until the property is dropped from accountability.



**Automated Material Acquisition System (AMAS).** The automated system used to capture and process all supply transactions, to include expendable, durable and non-expendable property.

**Capital Equipment.** Personal property of a capital nature classified nonexpendable in an Army supply manual, or that would be classified if included in an Army supply manual or catalog.

**Causative Research.** An investigation of discrepancies (i.e. gains and losses) consisting of (as a minimum) a complete review of all transactions to include supporting documentation: catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory; the last location reconciliation which included quantity; or back one year, whichever is the most recent. The purpose of causative research is to identify, analyze, and evaluate the cause(s) of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause(s) of the discrepancies have been discovered or when, after review of the transactions, no conclusive findings are possible.

**Common Tables of Allowances (CTA).** The CTA is a requirement authorization document for items of common and specific usage required by individuals, units or activities.

**Component Part.** Ingredient necessary for a facility system or piece of equipment to be utilized for its intended purpose.

**Condition Code.** A two digit code consisting of an alpha Supply Condition Code in the first digit, and an alphanumeric disposal Condition Code in the second digit. A combination of the Disposal Condition Codes, which most accurately describe the materiel's physical condition, and the supply Condition codes will constitute the Federal Condition codes for utilization program screening and review purposes.

a. Supply Condition Codes are used to classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel.

b. Disposal Condition Codes are assigned by the Defense Reutilization Marketing Office (DRMO) based on inspection of materiel at time of receipt.

**Contracting Officer.** Any person authorized by virtue of position or by appointment in accordance with procedures prescribed in the Federal Acquisition Regulation to enter into and administer contracts and make determinations and findings with respect thereto, or with any part of such authority. The term also includes the authorized

representative of the contracting officer acting within the limits of assigned authority.

**Contracting Officer's Representative (COR).** The officer designated by the Contracting Officer to interface with the contractor on all technical or procedural issues pertaining to a contract.

**Controlled Inventory Items.** Those items designated as having characteristics which require they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safekeeping and integrity. Controlled inventory items in descending order of the degree of control normally exercised are:

- a. Classified item. Materiel requiring protection in the interest of national security.
- b. Sensitive item. Materiel requiring a high degree of protection and control because of statutory requirements or regulations; high-value, highly technical, or hazardous items; and small arms, ammunition, explosives, and demolition materiel.
- c. Pilferable item. Materiel having ready resale value or civilian application to personal possession and, therefore, especially subject to theft.

**Defense Property Accountability System (DPAS).** A standard Department of Defense database system within which individual property book records are maintained.

**Defense Reutilization and Marketing Office (RRMO).** Agency that receives unserviceable, non-repairable, and excess material.

**Durable Items.** An item of durable property coded with an accounting requirements code of 'D' in the Army Master Data File. Durable items do not require property book accountability after issue from the stock record account, but do require hand receipt control for hand tools. Other items coded durable will be monitored by the commander or head of the activity.

**End Item.** A final combination of a product, component part and/or material which is ready for its intended use.

**Equipment.** Articles needed to outfit an individual or organization. This term is synonymous with 'supplies' and 'materiel.'

**Excess.** The quantity of items over and above the authorized requisition objective. Material or equipment no longer required to perform assigned function.

**Expendable Items.** An item of Army property coded with an accounting requirements code of 'X' in the Army Master Data File. Expendable items require no formal accountability after issue from a stock record account. Commercial and fabricated items similar to items coded 'X' are considered expendable items.

**Federal Supply Classification (FSC).** A four-digit number assigned to a specific item or material for purpose of identification.

**Federal Logistics Data on Compact Disc (FEDLOG).** A logistics program that allows for the looking up of stock numbers for ordering equipment and supplies.

**"Found on Installation (FOI) Property".** Items found on the installation not accounted for on the property book.

**Government.** The U.S. Government, the Department of Defense (DOD), the Department of Army (DA), and/or the term to refer to the officials designated to administer the contract or their representatives.

**Government-Furnished Property (GFP).** Government-owned property furnished to a contractor for the performance of a contract. It is defined as (1) industrial facilities, (2) materiel, (3) special tooling (4) special test equipment (5) military property. Also Equipment, property and/or services owned by the Government and furnished to be used for the performance of work contained in this Performance Work Statement. GFP is also known as GFM (Government furnished material) and GFE (Government furnished equipment).

**Hand Receipt.** Signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and are to be returned.

**Hand Receipt Holder.** That person who accepts responsibility and control of Government-owned items/equipment by signing the hand receipt listing the property.

**Installation Property.** Nondeployable property issued to a unit under authority of a Common Table of Allowance or other HQDA approved document, except expendable items.

**Installation Property Book.** Record of property issued under an authorization document other than a modification table of organization and equipment (MTOE).

**Loaned Item.** Material transferred to customers on a temporary basis and returned or replaced in kind; accountability is not transferred.

**Nonexpendable Items.** An item of Army property coded with an accounting requirements code of 'N' in the Army Master Data File. Nonexpendable items require property book accountability after issue from the stock record account. Commercial and fabricated items, similar to items coded 'N' in the Army Master Data File are considered nonexpendable items.

**Performance Work Statement (PWS).** Document that describes accurately the essential and technical requirements for items, materials, or services, including the standards used to determine whether the requirements have been met.

**Performing Activity (PA).** Individual or organization responsible for performing the duties and responsibilities covered in the PWS.

**Personal Property.** Property of any kind or any interest herein, except real property, and records of the Federal Government.

**Primary Hand Receipt.** Hand receipt between an accountable officer and the person receiving the property and assuming direct responsibility for it.

**Primary Hand Receipt Holder.** A person who has received property directly from an accountable officer.

**Property.** Anything that may be owned. As used in the Army, this term is usually confined to 'tangible property' including real estate and materiel.

**Property Book.** A formally designated set of property records maintained under regulation to account for organizational and installation property in a using unit.

**Property Records and Property Account.** General term referring to any record of property. This includes not only formal stock record accounts maintained in item or monetary terms by accountable officers, but also organizational and installation property book records, individual equipment records, hand receipt records, or any system of files for property records.

**Property Accountability.** The obligation to provide physical security for property and to accurately account for its whereabouts at all times.

**Property Book.** A formally designated set of property records maintained by regulation to account for the organizational and installation property in the hands of a using unit.

**Property Book Officer.** Designated individual responsible for the management of hand receipt accounts and for maintenance of the property book as a consolidated listing of all items listed in all hand receipts.

**Property Records and Property Account.** General term referring to any record of property. This includes not only formal stock record accounts maintained in item or monetary terms by accountable officers, but also organizational and installation property book records, individual equipment records, hand receipt records, or any system of files for property records.

**Quality Control (QC).** Those actions taken by the performing activity to control the production of goods and/or services so they meet the requirements of the Performance Work Statement.

**Record.** All forms of information (e.g. narrative, graphic data, and computer memory) registered in either temporary or permanent form so that it can be retrieved, reproduced, or preserved.

**Report of Survey.** Official report used to record the circumstances concerning the loss, unserviceability or destruction of property, and serves as, or supports, a voucher for dropage of items from the property records on which they are listed. It also serves to determine all question of responsibility (pecuniary or otherwise) for the absence or of conditions of the articles.

**Sub-Hand Receipt.** A hand receipt for property from a primary hand receipt holder or a sub-hand receipt holder to a person subsequently given the property for care, safekeeping or further issue. It does not transfer direct responsibility for the property to the sub-hand receipt holder, but does transfer personal responsibility.

**Tenant.** Unit or activity of one Government agency, military department, or command which occupies facilities on an installation of another military department or command and from which it receives specified types of supplies or other support services.

**Turn-ins.** Unserviceable material or material excess to customer requirements that is returned.

**Unit Identification Code (UIC).** A six digit code to uniquely identify each unit of the Active Army, Army National Guard, United States Army Reserve, and Army of the United States.

***ATTACHMENT C***

### ATTACHMENT C

NOTE: The following are provided as general program and procedures guidance, and for information purposes only. Their use cannot be enforced or required for performance. The latest versions of these apply.

#### **ARMY REGULATIONS**

25-1	25 Mar 97	The Army Information Resources Management Program
25-400-2	26 Feb 93	The Modern Army Recordkeeping System (MARKS)
58-1	15 Dec 79	Management, Acquisition and Use of Administrative Use of Motor Vehicles
71-32	3 Mar 97	Force Development and Documentation - Consolidated Policies
190-11	30 Sep 93	Physical Security of Arms, Ammunition and Explosives
210-50	1 Sep 97	Housing Management
385-10	23 May 88	Army Safety Program
570-7	22 Jan 91	Manpower and Equipment Control for Equipment Survey Program
600-55	31 Dec 93	The Army Driver and Operator Standardization Program
700-84	15 May 83	Issue and Sale of Personal Clothing
700-131	1 Sep 96	Loan and Lease of Army Materiel
700-138	16 Sep 97	Army Logistic Readiness and Sustainability
710-2	31 Oct 97	Inventory Management Supply Policy Below the Wholesale Level
710-3	31 Mar 98	Asset Transaction Reporting System
725-50	15 Nov 95	Requisitions Receipt and Issue System
735-5	31 Jan 98	Policy and Procedures for Property

## Accountability

### ARMY REGULATIONS - CONTINUED

750-1	1 Aug 94	Army Materiel Maintenance Policy and Retail Maintenance Operations
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### DA PAMPLETS

710-2-1	31 Dec 97	Using Unit Supply System
710-2-2	28 Feb 94	Supply Support Activity Supply System: Manual Procedures
738-750	1 Aug 94	Functional Users Manual for the Army Maintenance Management System
750-13	23 Mar 70	Supplies Equipment - Operating Guide for TDA Support Maintenance Activities

### AMC REGULATIONS

700-3	27 Mar 90	AMC Command Equipment and Supply Management Review Program
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### TACOM REGULATIONS

700-6	25 Oct 84	Equipment Management Program for Government Owned Contractor Operated Service
710-7	18 Oct 94	Command Supply Discipline Program
735-2	10 Nov 98	Policies and Procedures for Property Accountability

### TECHNICAL BULLETINS

TB 43-0142	28 Feb 97	Safety Inspections and Testing of Lifting Devices
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### MISCELLANEOUS

AMC Memorandum of Instruction for Installation Level Accountability for Ammunition and Explosives: 22 Sept 95



EPA's Military Munitions Rule: 1 Jul 98

Property Management Handbook: 13 Jul 98

**MISCELLANEOUS - CONTINUED**

The Hand Receipt Holder's Book Of Instruction: 5 Jan 99

Video Tape - Inventory Control Procedure  
Briefing #24601: 5 Feb 97

Video Tape - Leaders Forum on Property  
Accountability: 27 Jul 98

Video Tape - Commander's Walk-Through Review: 8 Jul 97

***ATTACHMENT D***

## Performance Requirements Summary

<i>Required Service</i>	<i>Paragraph Number</i>	<i>Standard</i>	<i>Maximum Allowable Degree of Deviation From Requirement (AQL)</i>	<i>Method of Surveillance</i>
RS-1 Customer Service Phone call/e-mail Walk-ins	C.8.2	1 day Immediate	# inquiries, 99% quality # customers, 99% quality	HRH Quality Feedback Cards
RS-2 Catalog Each New Item; Additions/ Increases; Lateral Transfers Turn-Ins; Decreases; Found on Installation	C.8.3	3 days  3 days 3 days 3 days 3 days	#transactions/mo. 99% (Conform to Fedlog)  #transactions/mo. 96% data accuracy #transactions/mo. 98% quantity, data elements #transactions/mo. 96% data accuracy #transactions/mo. 96% data accuracy	Random Sample
RS-3 Inventory Management Annual/Special	C.8.6	10 wk. days.  Registers maintained accurately.	#completed/month 99% quality/timeliness	Random Sample
RS-4 Standard Reports	C.8.8	On-time reports.	#required/month 100% quality/timeliness	Customer Complaint
RS-5 Training	C.8.10	Schedule/conduct with 2 wk. notice, 1 per qtr.	#of trng. sessions/yr. 90% positive	Training Eval. Sheets
RS-6 Internal SOPs	C.8.11	Review/update annually or by 30 Oct for COTR approval	#of policies or procedures reviewed/ updated per year. 100%	HRH Complaint/ Survey

***ATTACHMENT E***

Workload Data

3/23/99

Program Name	Jan-98	Feb-98	Mar-98	Apr-98	May-98	Jun-98	Jul-98	Aug-98	Sep-98	Oct-98	Nov-98	Dec-98	TOTAL
Request for Issue	64	64	70	72	81	112	103	59	122	147	64	93	1051
Request for Turn-In	253	431	936	994	143	456	246	571	304	384	256	267	5241
Request for Miscellaneous Actions	51	49	88	72	210	113	114	76	121	63	44	29	1030
Enditem/Component Increase	427	1027	384	438	324	417	342	218	188	659	276	213	4913
End Item/Component Decrease	448	1383	1501	1398	638	1540	914	773	439	490	270	433	10227
End Item/Component Select Change	1012	506	1020	2028	1603	1607	3094	3259	5917	2039	660	589	23334
Lateral Transfer	23	55	115	44	36	39	47	8	51	27	18	24	487
Bar Code/Serial Number Change	62	20	133	49	82	106	101	43	124	70	56	28	874
Reports	1	1	1	1	1	1	1	1	1	1	1	1	12
TOTAL	2341	3536	4248	5096	3118	4391	4962	5008	7267	3880	1645	1677	47169

Other PWS Actions	Jan-98	Feb-98	Mar-98	Apr-98	May-98	Jun-98	Jul-98	Aug-98	Sep-98	Oct-98	Nov-98	Dec-98	TOTAL
Cataloguing	65	65	60	31	85	140	149	54	92	192	126	39	1098
Recataloguing	447	620	708	528	751	600	429	261	805	250	355	331	6085
Found on Installation Research/Post	5	2	0	28	95	36	23	0	53	7	25	73	347
Special Inventories	2	0	3	0	4	6	5	5	2	2	2	0	31

Customer Service: With approximately 415 hand receipts at TACOM-Warren, requests (e.g. electronic, telephonic, and walk-in) occur daily requiring simple to complex assistance.

The U.S. Army Garrison-Selfridge is a support activity located near Mt. Clemens, approximately 20-30 minutes distance from the TACOM-Warren site by expressway travel. The contractor is responsible for these records as part of the overall workload and for customer service via phone, e-mail, and periodic site visits based on customer needs. There are currently 28 hand receipts at the U. S. Army Garrison-Selfridge.

Based on best estimate at this point in time, the workload presented represents calendar year 98, and also represents a projection of workload for the next five years.

***ATTACHMENT F***

REGISTER OF WAGE DETERMINATION UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
Washington, D.C. 20210

Wage Determination No.: 94-2273

Revision No.: 16

Date of Last Revision: 09/02/1998

Division of Wage Determinations

State(s): Michigan

Areas: Michigan COUNTIES OF Genesee, Lapeer, Livingston, Macomb, Monroe,  
Oakland, St Clair, Wayne

\*\* Fringe Benefits Required For All Occupations Included In  
This Wage Determination Follow The Occupational Listing \*\*

OCCUPATION CODE AND TITLE

MINIMUM HOURLY WAGE

Administrative Support and Clerical Occupations:

01011 Accounting Clerk I	\$ 8.41
01012 Accounting Clerk II	\$ 9.42
01013 Accounting Clerk III	\$ 12.10
01014 Accounting Clerk IV	\$ 15.47
01030 Court Reporter	\$ 12.88
01050 Dispatcher, Motor Vehicle	\$ 12.88
01060 Document Preparation Clerk	\$ 11.04
01070 Messenger (Courier)	\$ 7.53
01090 Duplicating Machine Operator	\$ 11.04
01110 Film/Tape Librarian	\$ 12.62
01115 General Clerk I	\$ 7.53
01116 General Clerk II	\$ 8.36
01117 General Clerk III	\$ 11.04
01118 General Clerk IV	\$ 12.83
01120 Housing Referral Assistant	\$ 15.38
01131 Key Entry Operator I	\$ 8.52
01132 Key Entry Operator II	\$ 11.26
01191 Order Clerk I	\$ 8.84
01192 Order Clerk II	\$ 13.78
01261 Personnel Assistant (Employment) I	\$ 9.80
01262 Personnel Assistant (Employment) II	\$ 11.01
01263 Personnel Assistant (Employment) III	\$ 12.85
01264 Personnel Assistant (Employment) IV	\$ 14.33
01270 Production Control Clerk	\$ 15.38
01290 Rental Clerk	\$ 12.62
01300 Scheduler, Maintenance	\$ 12.62
01311 Secretary I	\$ 12.62
01312 Secretary II	\$ 12.88
01313 Secretary III	\$ 15.38
01314 Secretary IV	\$ 15.89
01315 Secretary V	\$ 19.80
01320 Service Order Dispatcher	\$ 12.62
01341 Stenographer I	\$ 11.23
01342 Stenographer II	\$ 12.62
01400 Supply Technician	\$ 15.89
01420 Survey Worker (Interviewer)	\$ 12.88
01460 Switchboard Operator-Receptionist	\$ 9.27
01510 Test Examiner	\$ 12.88
01520 Test Proctor	\$ 12.88
01531 Travel Clerk I	\$ 8.41

01532 Travel Clerk II	\$ 9.11
01533 Travel Clerk III	\$ 9.86
01611 Word Processor I	\$ 9.35
01612 Word Processor II	\$ 13.25
01613 Word Processor III	\$ 15.95

**Automatic Data Processing Occupations:**

03010 Computer Data Librarian	\$ 11.73
03041 Computer Operator I	\$ 11.73
03042 Computer Operator II	\$ 12.20
03043 Computer Operator III	\$ 15.40
03044 Computer Operator IV	\$ 18.62
03045 Computer Operator V	\$ 20.63
03071 Computer Programmer I 1/	\$ 13.83
03072 Computer Programmer II 1/	\$ 16.54
03073 Computer Programmer III 1/	\$ 20.05
03074 Computer Programmer IV 1/	\$ 23.58
03101 Computer Systems Analyst I 1/	\$ 20.78
03102 Computer Systems Analyst II 1/	\$ 23.61
03103 Computer Systems Analyst III 1/	\$ 28.55
03160 Peripheral Equipment Operator	\$ 11.73

**Automotive Service Occupations:**

05005 Automobile Body Repairer, Fiberglass	\$ 19.44
05010 Automotive Glass Installer	\$ 18.21
05040 Automotive Worker	\$ 18.21
05070 Electrician, Automotive	\$ 18.83
05100 Mobile Equipment Servicer	\$ 17.03
05130 Motor Equipment Metal Mechanic	\$ 19.44
05160 Motor Equipment Metal Worker	\$ 18.21
05190 Motor Vehicle Mechanic	\$ 19.44
05220 Motor Vehicle Mechanic Helper	\$ 16.44
05250 Motor Vehicle Upholstery Worker	\$ 17.61
05280 Motor Vehicle Wrecker	\$ 18.21
05310 Painter, Automotive	\$ 18.83
05340 Radiator Repair Specialist	\$ 18.21
05370 Tire Repairer	\$ 17.03
05400 Transmission Repair Specialist	\$ 19.44

**Food Preparation and Service Occupations:**

07010 Baker	\$ 12.55
07041 Cook I	\$ 11.73
07042 Cook II	\$ 12.55
07070 Dishwasher	\$ 9.79
07100 Food Service Worker (Cafeteria Worker)	\$ 9.79
07130 Meat Cutter	\$ 12.55
07250 Waiter/Waitress	\$ 10.39

**Furniture Maintenance and Repair Occupations:**

09010 Electrostatic Spray Painter	\$ 19.28
09040 Furniture Handler	\$ 15.42
09070 Furniture Refinisher	\$ 19.28
09100 Furniture Refinisher Helper	\$ 16.84
09110 Furniture Repairer, Minor	\$ 18.03
09130 Upholsterer	\$ 19.28

**General Service and Support Occupations:**

11030 Cleaner, Vehicles	\$ 9.79
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11060 Elevator Operator	\$ 9.79
11090 Gardener	\$ 11.73
11121 Housekeeping Aide I	\$ 9.28
11122 Housekeeping Aide II	\$ 9.79
11150 Janitor	\$ 9.79
11210 Laborer, Grounds Maintenance	\$ 10.39
11240 Maid or Houseman	\$ 9.27
11270 Pest Controller	\$ 12.13
11300 Refuse Collector	\$ 9.79
11330 Tractor Operator	\$ 11.32
11360 Window Cleaner	\$ 10.39

**Health Occupations:**

12020 Dental Assistant	\$ 10.46
12040 Emergency Medical Technician/Paramedic Ambulance Driver	\$ 11.81
12071 Licensed Practical Nurse I	\$ 12.02
12072 Licensed Practical Nurse II	\$ 13.50
12073 Licensed Practical Nurse III	\$ 15.11
12100 Medical Assistant	\$ 10.70
12130 Medical Laboratory Technician	\$ 12.42
12160 Medical Record Clerk	\$ 10.70
12190 Medical Record Technician	\$ 14.72
12221 Nursing Assistant I	\$ 6.79
12222 Nursing Assistant II	\$ 7.64
12223 Nursing Assistant III	\$ 12.45
12224 Nursing Assistant IV	\$ 13.98
12250 Pharmacy Technician	\$ 13.35
12280 Phlebotomist	\$ 10.70
12311 Registered Nurse I	\$ 15.26
12312 Registered Nurse II	\$ 18.68
12313 Registered Nurse II, Specialist	\$ 20.88
12314 Registered Nurse III	\$ 21.45
12315 Registered Nurse III, Anesthetist	\$ 21.45
12316 Registered Nurse IV	\$ 23.68

**Information and Arts Occupations:**

13002 Audiovisual Librarian	\$ 18.06
13011 Exhibits Specialist I	\$ 15.70
13012 Exhibits Specialist II	\$ 20.33
13013 Exhibits Specialist III	\$ 23.57
13041 Illustrator I	\$ 15.70
13042 Illustrator II	\$ 20.33
13043 Illustrator III	\$ 23.57
13047 Librarian	\$ 19.80
13050 Library Technician	\$ 12.88
13071 Photographer I	\$ 12.50
13072 Photographer II	\$ 15.70
13073 Photographer III	\$ 20.33
13074 Photographer IV	\$ 23.57
13075 Photographer V	\$ 26.54

**Laundry, Drycleaning, Pressing and Related Occups:**

15010 Assembler	\$ 6.50
15030 Counter Attendant	\$ 6.50
15040 Dry Cleaner	\$ 8.82
15070 Finisher, Flatwork, Machine	\$ 6.50
15090 Presser, Hand	\$ 6.50
15100 Presser, Machine, Drycleaning	\$ 6.50
15130 Presser, Machine, Shirts	\$ 6.50
15160 Presser, Machine, Wearing Apparel, Laundry	\$ 6.50

15190 Sewing Machine Operator	\$ 9.60
15220 Tailor	\$ 10.38
15250 Washer, Machine	\$ 7.27

**Machine Tool Operation and Repair Occupations:**

19010 Machine-Tool Operator (Toolroom)	\$ 19.21
19040 Tool and Die Maker	\$ 21.98

**Materials Handling and Packing Occupations:**

21010 Fuel Distribution System Operator	\$ 17.43
21020 Material Coordinator	\$ 17.29
21030 Material Expediter	\$ 17.29
21040 Material Handling Laborer	\$ 15.17
21050 Order Filler	\$ 12.10
21071 Forklift Operator	\$ 16.27
21080 Production Line Worker (Food Processing)	\$ 13.88
21100 Shipping/Receiving Clerk	\$ 12.50
21130 Shipping Packer	\$ 12.50
21140 Store Worker I	\$ 12.52
21150 Stock Clerk (Shelf Stocker; Store Worker II)	\$ 15.04
21210 Tools and Parts Attendant	\$ 16.44
21400 Warehouse Specialist	\$ 13.88

**Mechanics and Maintenance and Repair Occupations:**

23010 Aircraft Mechanic	\$ 19.90
23040 Aircraft Mechanic Helper	\$ 16.84
23050 Aircraft Quality Control Inspector	\$ 22.58
23060 Aircraft Servicer	\$ 18.03
23070 Aircraft Worker	\$ 18.67
23100 Appliance Mechanic	\$ 19.28
23120 Bicycle Repairer	\$ 17.43
23125 Cable Splicer	\$ 19.90
23130 Carpenter, Maintenance	\$ 19.28
23140 Carper Layer	\$ 18.67
23160 Electrician, Maintenance	\$ 21.92
23181 Electronics Technician, Maintenance I	\$ 12.78
23182 Electronics Technician, Maintenance II	\$ 18.77
23183 Electronics Technician, Maintenance III	\$ 20.33
23260 Fabric Worker	\$ 18.03
23290 Fire Alarm System Mechanic	\$ 19.90
23310 Fire Extinguisher Repairer	\$ 17.43
23340 Fuel Distribution System Mechanic	\$ 19.90
23370 General Maintenance Worker	\$ 18.67
23400 Heating, Refrigeration and Air-Conditioning Mechanic	\$ 19.90
23430 Heavy Equipment Mechanic	\$ 19.90
23440 Heavy Equipment Operator	\$ 19.90
23460 Instrument Mechanic	\$ 19.90
23470 Laborer	\$ 9.79
23500 Locksmith	\$ 19.28
23530 Machinery Maintenance Mechanic	\$ 21.77
23550 Machinist, Maintenance	\$ 19.44
23580 Maintenance Trades Helper	\$ 16.84
23640 Millwright	\$ 19.90
23700 Office Appliance Repairer	\$ 19.28
23740 Painter, Aircraft	\$ 19.28
23760 Painter, Maintenance	\$ 19.28
23790 Pipefitter, Maintenance	\$ 21.65
23800 Plumber, Maintenance	\$ 19.28
23820 Pneudraulic Systems Mechanic	\$ 19.90
23850 Rigger	\$ 19.90

23870 Scale Mechanic	\$ 18.67
23890 Sheet-Metal Worker, Maintenance	\$ 19.90
23910 Small Engine Mechanic	\$ 18.67
23930 Telecommunications Mechanic I	\$ 19.90
23931 Telecommunications Mechanic II	\$ 20.50
23950 Telephone Lineman	\$ 19.90
23960 Welder, Combination, Maintenance	\$ 19.90
23965 Well Driller	\$ 19.90
23970 Woodcraft Worker	\$ 19.90
23980 Woodworker	\$ 17.43

**Personal Needs Occupations:**

24570 Child Care Attendant	\$ 7.92
24580 Child Care Center Clerk	\$ 9.88
24600 Chore Aide	\$ 9.27
24630 Homemaker	\$ 10.72

**Plant and System Operation Occupations:**

25010 Boiler Tender	\$ 19.90
25040 Sewage Plant Operator	\$ 19.28
25070 Stationary Engineer	\$ 19.90
25190 Ventilation Equipment Tender	\$ 16.84
25210 Water Treatment Plant Operator	\$ 19.28

**Protective Service Occupations:**

27004 Alarm Monitor	\$ 13.80
27006 Corrections Officer	\$ 16.35
27010 Court Security Officer	\$ 16.35
27040 Detention Officer	\$ 16.35
27070 Firefighter	\$ 13.45
27101 Guard I	\$ 8.21
27102 Guard II	\$ 13.80
27130 Police Officer	\$ 17.45

**Stevedoring/Longshoremen Occupational Services:**

28010 Blocker and Bracer	\$ 15.38
28020 Hatch Tender	\$ 15.38
28030 Line Handler	\$ 15.38
28040 Stevedore I	\$ 14.87
28050 Stevedore II	\$ 15.90

**Technical Occupations:**

29010 Air Traffic Control Specialist, Center 2/	\$ 24.95
29011 Air Traffic Control Specialist, Station 2/	\$ 17.20
29012 Air Traffic Control Specialist, Terminal 2/	\$ 18.94
29023 Archeological Technician I	\$ 15.60
29024 Archeological Technician II	\$ 17.46
29025 Archeological Technician III	\$ 21.63
29030 Cartographic Technician	\$ 21.63
29035 Computer Based Training (CBT) Specialist/Instructor	\$ 20.78
29040 Civil Engineering Technician	\$ 21.63
29061 Drafter I	\$ 10.13
29062 Drafter II	\$ 12.50
29063 Drafter III	\$ 15.70
29064 Drafter IV	\$ 21.63
29081 Engineering Technician I	\$ 10.05
29082 Engineering Technician II	\$ 14.28
29083 Engineering Technician III	\$ 18.13

29084 Engineering Technician IV	\$ 21.63
29085 Engineering Technician V	\$ 25.00
29086 Engineering Technician VI	\$ 26.74
29090 Environmental Technician	\$ 18.62
29100 Flight Simulator/Instructor (Pilot)	\$ 23.61
29150 Graphic Artist	\$ 20.78
29160 Instructor	\$ 20.78
29210 Laboratory Technician	\$ 15.40
29240 Mathematical Technician	\$ 21.63
29361 Paralegal/Legal Assistant I	\$ 14.13
29362 Paralegal/Legal Assistant II	\$ 15.89
29363 Paralegal/Legal Assistant III	\$ 19.45
29364 Paralegal/Legal Assistant IV	\$ 23.48
29390 Photooptics Technician	\$ 21.63
29480 Technical Writer	\$ 19.78
29491 Unexploded Ordnance Technician I	\$ 15.85
29492 Unexploded Ordnance Technician II	\$ 19.18
29493 Unexploded Ordnance Technician III	\$ 22.99
29494 Unexploded Safety Escort	\$ 15.85
29495 Unexploded Sweep Personnel	\$ 15.85
29620 Weather Observer, Senior 3/	\$ 17.12
29621 Weather Observer, Combined Upper Air & Surface Programs 3/	\$ 15.40
29622 Weather Observer, Upper Air 3/	\$ 15.40

**Transportation/Mobile Equipment Operation Occups:**

31030 Bus Driver	\$ 15.26
31260 Parking and Lot Attendant	\$ 8.71
31290 Shuttle Bus Driver	\$ 10.44
31300 Taxi Driver	\$ 10.44
31361 Truckdriver, Light Truck	\$ 8.50
31362 Truckdriver, Medium Truck	\$ 15.26
31363 Truckdriver, Heavy Truck	\$ 15.50
31364 Truckdriver, Tractor-Trailer	\$ 15.97

**Miscellaneous Occupations:**

99020 Animal Caretaker	\$ 10.91
99030 Cashier	\$ 6.46
99041 Carnival Equipment Operator	\$ 11.32
99042 Carnival Equipment Repairer	\$ 11.73
99043 Carnival Worker	\$ 9.79
99050 Desk Clerk	\$ 7.92
99095 Embalmer	\$ 20.83
99300 Lifeguard	\$ 7.06
99310 Mortician	\$ 20.83
99350 Park Attendant (Aide)	\$ 8.85
99400 Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	\$ 9.27
99500 Recreation Specialist	\$ 10.97
99510 Recycling Worker	\$ 11.32
99610 Sales Clerk	\$ 7.06
99620 School Crossing Guard (Crosswalk Attendant)	\$ 9.79
99630 Sports Official	\$ 7.06
99658 Survey Party Chief (Chief of Party)	\$ 14.28
99659 Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	\$ 9.88
99660 Surveying Aide	\$ 6.46
99690 Swimming Pool Operator	\$ 12.55
99720 Vending Machine Attendant	\$ 9.30
99730 Vending Machine Repairer	\$ 11.68
99740 Vending Machine Repairer Helper	\$ 9.30

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**\*\* Fringe Benefits Required For All Occupations Included In  
This Wage Determination \*\***

HEALTH & WELFARE: \$1.39 per hour or \$55.60 per week or \$240.93 per month.

VACATION: Two weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractor in the performance of similar work at the same Federal facility. (Reg. 4.173)

HOLIDAYS: Minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

1/

Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

2/

APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3/

WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$4.25 per week (or \$.85 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Source of Occupational Titles and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Second Supplement, dated August 1995, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE  
{Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

***ATTACHMENT G***



**GOVERNMENT FURNISHED PROPERTY ACCEPTANCE**

<b><u>ITEM</u></b>	<b><u>ACCEPT</u></b>
<b><u>1.</u> OFFICE SPACE</b>	_____
<b><u>2.</u> COMPUTERS</b>	_____
<b><u>3.</u> MONITORS</b>	_____
<b><u>4.</u> LASER JET IV PRINTER</b>	_____
<b><u>5.</u> LASER JET II PRINTER</b>	_____
<b><u>6.</u> FAX MACHINE</b>	_____
<b><u>7.</u> DESK TOP COPIER</b>	_____
<b><u>8.</u> WORKSTATIONS</b>	_____
<b><u>9.</u> CHAIRS</b>	_____
<b><u>10.</u> FILING CABINETS</b>	_____
<b><u>11.</u> CONFERENCE TABLE AND CHAIRS</b>	_____

ANNOTATE ITEMS THAT WILL BE ACCEPTABLE, SIGN, AND RETURN WITH  
YOUR PROPOSAL. INDICATE THE NUMBER OF UNITS REQUIRED OF THE APPLICABLE  
ITEM IF MORE THAN ONE UNIT WOULD BE NEEDED.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE